NNG Flowing Gas and Invoicing User Manual

Contents *(hover over the selection and do CTRL/Click to follow the link to the page)*

Introduction

Overview

The Flowing Gas Shipper Guide aids Northern Natural Gas's customers in understanding how to access all invoices and supporting documents, as well as requirements necessary to locate shipper data on the Northern website. The web-based invoices and supporting documents are:

- **Simplified** For example, elimination of least-rate pathing
- **Timely** Best-available data for current month activity accessible online
- **Interactive** Data can be downloaded and integrated with customer systems

Purpose of This Guide

This guide serves as a learning tool and reference guide to lead customers through the NNG Invoicing and Flowing Gas reporting system to view, print, and download customer invoices and supporting documents.

Intended Audience

This guide is for Northern Natural Gas customers involved with viewing and processing invoices.

Learning Objectives

Using this guide, you will be able to:

- Navigate through the Northern website to locate documents
- Access and view current invoices and supporting documents online
- Print documents
- Download documents

How to Use This Guide

This Flowing Gas Shipper Guide is arranged into sections to assist you in its use. This Introduction Section provides you with information about this manual, basic technical information about the Northern Natural Gas Invoicing and Flowing Gas reporting system, and where to find assistance with any questions you might have.

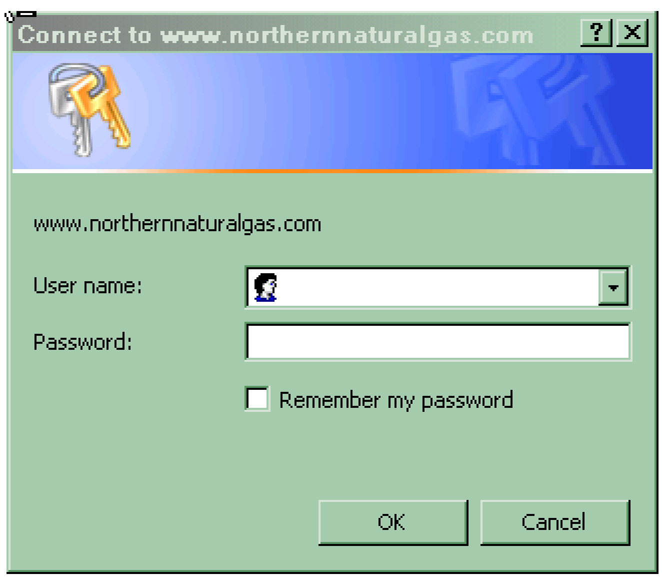
The Reports section describes the various customer reports that are available. In addition, you will find information on performing common tasks such as how to log onto the system, as well as how to access and download shipper data, reports, and supporting documents.

The Glossary and Charge Types sections provide you with helpful information to analyze the various documents you access within the reporting system.

Technical Requirements

User ID

User IDs are necessary to access your invoices and reports via Flowing Gas. The following picture depicts the screen you will encounter when logging on to Flowing Gas.



NOTE: If you do not currently have access to Flowing Gas, please fill out and submit the NNG Customer Activities Sign Up Form and *Subscriber Agreement*

Email Address

Each month Northern will send an email notification that your final invoice is ready. Please be sure to provide the appropriate email address where you want to receive this notification. Notification preferences may be submitted via the Notice Contacts Form located at: http://www.northernnaturalgas.com/support/Pages/SupportOverview.aspx

Computer

Although there are no specific requirements to access the website and supporting documents contained therein, Northern supports the North American Energy Standards Board (NAESB) standards.

Printer

There are no specific printing requirements, although a Laser Jet Printer is recommended.

High Speed Internet Access

High-speed Internet access is highly recommended for accessing customer data and documentation. Although dial-up access will work, the lack of access speed will make report viewing and downloading extremely time consuming.

Adobe Acrobat

Customers will view invoices and supporting documents on Flowing GAS with Adobe Acrobat. In order to view documents in this format, customers will be required to download Adobe Acrobat. This product can be downloaded free of charge at: http://www.adobe.com/products/acrobat/readstep2.html

Where to Find More Assistance

Northern Website "Support" Page

Can be accessed at: http://www.northernnaturalgas.com/support/Pages/SupportOverview.aspx

Technical Assistance

For existing users experiencing password or ID issues, please contact the Northern Solution Center:

- Local to Omaha: 402-398-7664
- Out of area: 866-810-5268
- E-mail: nng.helpdesk@nngco.com

Customer Service & Marketing Representatives

Please contact your respective Customer Service or Marketing Representative if you have any questions or concerns. For contact information please see the following link for Northern's **"Contact Us"** web page: http://www.northernnaturalgas.com/contactus/Pages/ContactUs.aspx

Logging On

The following steps must be taken in order to access invoices and supporting documents via Flowing Gas:

Using your Internet browser, access the Northern Natural Gas website at: http://www.northernnaturalgas.com/.



- Select the Customer Activities tab.



- This will result in access to the Northern Natural Gas Customer Activities Homepage.



Reports

Introduction

A variety of shipper data, invoices and supporting documents are available to customers on the Northern website located under Customer Activities, then Flowing Gas and Invoicing links. A listing of the reports that are available through the system, with a brief description of each is located in the following sub-sections.

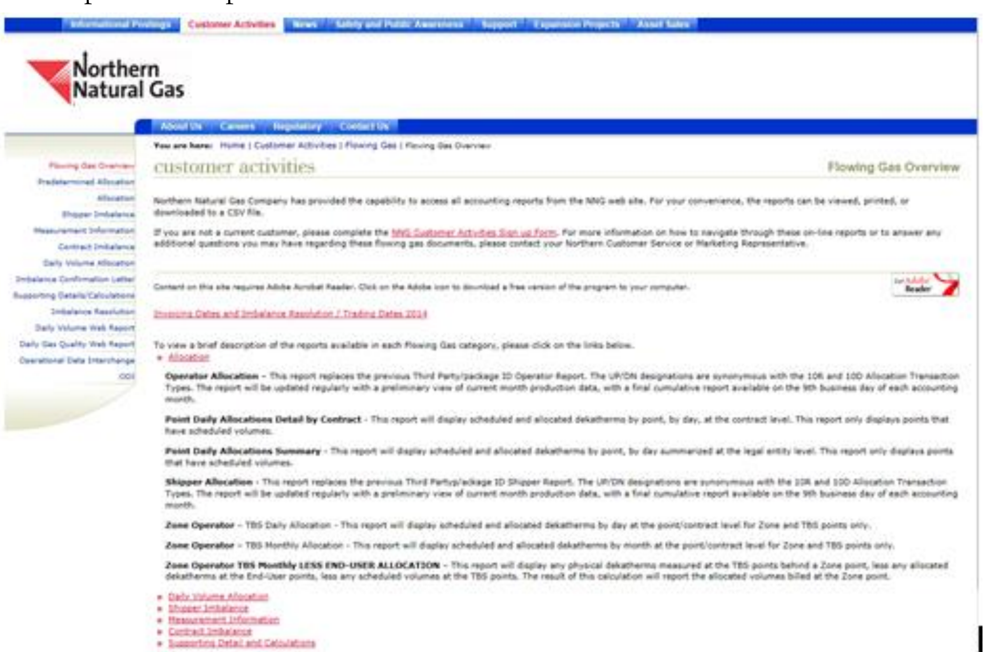
This guide will help you determine how to access and download reports. Please contact your Customer Service or Marketing Representative if you have any questions about which reports your company currently uses.

Best Available Data

The Invoicing and Flowing Gas reporting system will use the best quantities available in order of increasing accuracy (i.e. Scheduled and Measured). Reports will be updated regularly with a preliminary view of current month production data. The view of current month activities is a projected statement, based on the combination of planned and actual activity at that given time.

Accessing Report Descriptions On-line

- ❑ Select the category Flowing Gas or Invoicing from the Navigation Pane to access Report Descriptions.



Clicking on the name of a specific report from the Report Descriptions hyperlink, will provide a brief description of the report

Flowing Gas Reports

Allocation

Operator Allocation

This report replaces the previous Third Party/Package ID Operator Report. The UP/DN designations are synonymous with the 10R and 10D Allocation Transaction Types. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Point Daily Allocations Detail By Contract

This report will display scheduled and allocated quantity by point, by day, at the contract level. This report only displays points that have scheduled volumes.

Point Daily Allocations Summary

This report will display scheduled and allocated quantity by point, by day, summarized at the legal entity level. This report only displays points that have scheduled volumes.

Shipper Allocation

The UP/DN designations are synonymous with the 10R and 10D Allocation Transaction Types. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Zone Operator – TBS Daily Allocation

This report will display scheduled and allocated quantity by day at the point/contract level for Zone and TBS points only.

Zone Operator – TBS Monthly Allocation

This report will display scheduled and allocated quantity by month at the point/contract level for Zone and TBS points only.

Zone Operator – TBS Monthly Less End-User Allocation

This report will display any physical quantity measured at the TBS points Behind a Zone point, less any allocated quantity at the End-User points, less any scheduled quantity at the TBS points. The result of this calculation will report the allocated volumes billed at the Zone point.

Daily Volume Allocation

OBA Daily Volume Allocations Statement

This report will display scheduled and allocated quantity by contract, by day, and summarized by point, by day for all OBA contracts. The report can be generated from February 2005 forward and will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Transportation Daily Volume Allocations Statement

This report will display scheduled and allocated quantity by contract, by day, and summarized by point, by day for all transportation contracts. The report can be generated from February 2005 forward and will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Shipper Imbalance

Shipper Imbalance Statement

This report displays a statement of imbalances by contract. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Measurement Information

Measurement Information

This report displays actual physical flow by location. The report will be updated on the fifth (5th) and sixth (6th) business days with the final report available on the sixth (6th) business day of each month. The report is selectable by accounting month and recipient name.

Contract Imbalance

Contract Imbalance Statement

This report will display a statement of activity by point for OBA, SBA, FDD, PDD, and IDD contract imbalances. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Imbalance Confirmation Letter

This report will display an on-line letter of confirmation that provides a summary of OBA, SBA, FDD, PDD, and IDD contract imbalances. The report will be updated regularly with

a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Supporting Detail and Calculations

Capacity Leveling

This report displays a daily comparison of scheduled versus allocated volumes and details the results of capacity leveling on transport contracts. The report also reflects out-of-balance volumes and fuel. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Critical SMS Delivery Point Variance

This report displays detail on volumes calculated for critical SMS/DDVC charges and supports the delivery variance invoice. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Fuel Purchase Statement

This report displays supporting detail for qualified firm and secondary purchased fuel volumes when not providing in-kind fuel through the TMS nomination process. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Fuel Purchase Statement – Non-Discounted Points

This report displays supporting detail for firm non-discounted purchased fuel volumes when not providing in-kind fuel through the TMS nomination process. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Non-Critical SMS Delivery Point Variance

This report displays detail on volumes calculated for non-critical SMS/DDVC charges and supports the delivery variance invoice. The report will be calculated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

OBA Imbalance Calculation Detail

This report displays supporting detail for OBA contract imbalances that have the tiering provision in their contract. It summarizes the imbalance by contract and calculates the tiering. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Receipt Point Variance Detail

This report displays detail on volumes calculated for receipt point daily variance charges and supports the receipt variance invoice. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Scheduled Paths from TMS Interface

This report displays the scheduled paths from TMS (Throughput Management System). The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Shipper Imbalance Calculation Detail

This report displays a summary of a legal entity's imbalance by contract and calculates the tiering and supports the imbalance invoice. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Tolerance Calculated Volume by Point Detail

This report displays the tolerance calculated volume by point detail and is supporting detail to the SMS/DDVC Calculation detail reports. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Volume Imbalance and Dollar Valuation

This report displays supporting detail for contract imbalances reflecting calculations of the volume valued and dollar valued OBAs. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Invoicing Reports

Commodity Invoice

This report displays charges for the allocated volumes on a monthly basis. The report will be updated regularly with a preliminary view of current month production data, final commodity on-line invoicing will occur on the ninth (9th) business day of each accounting month.

Commodity Payment Remittance

This report summarizes all charges incurred during the current Commodity billing period. The report is available with Commodity invoicing on the ninth (9th) business day of each accounting month.

Delivery Point Variance Invoice

This report displays any delivery variance charges to a legal entity. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Receipt Point Variance Invoice

This report displays any receipt variance charges to a legal entity. The report will be updated regularly with a preliminary view of current month production data, with a final cumulative report available on the 9th business day of each accounting month.

Reservation Invoice

This report displays charges for the reservation of capacity and SMS. The report will be updated regularly with a preliminary view of current month production data, final Reservation on-line invoicing will occur on the first (1st) business day of each accounting month.

Reservation Payment Remittance

This report summarizes all charges incurred during the current Reservation billing period. The report is available with Reservation invoicing on the first (1st) business day of each accounting month.

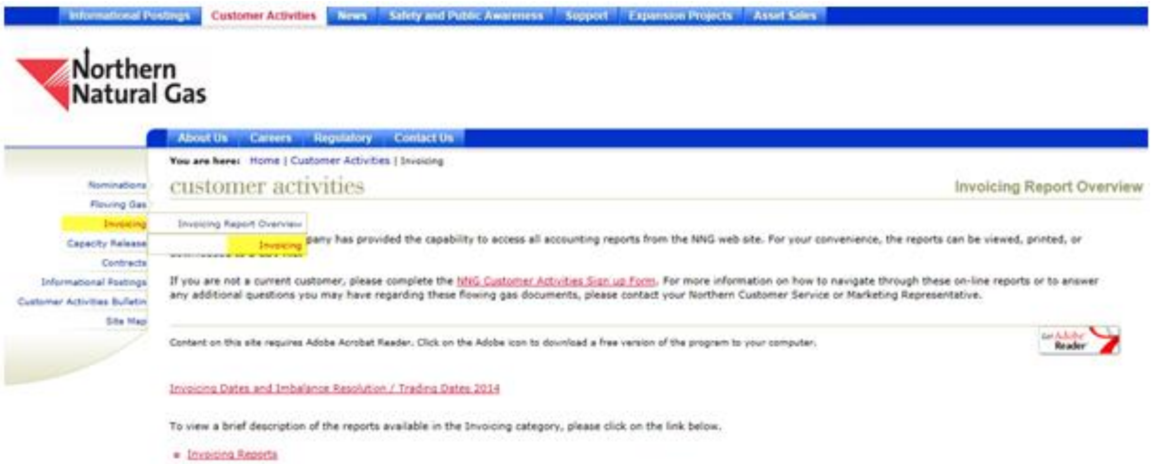
Shipper Imbalance Cash In/Out Invoice

This report will display the shipper's transport imbalances. The report will be updated regularly with a preliminary view of current month production data, with a final Shipper Cash In/Out on-line invoicing occurring on the 9th business day of each accounting month.

Viewing Invoices & Supporting Documents

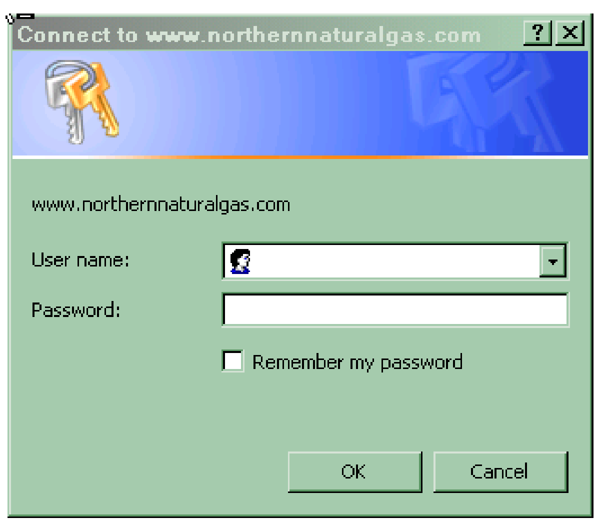
The following steps must be taken in order to access invoices and supporting documents:

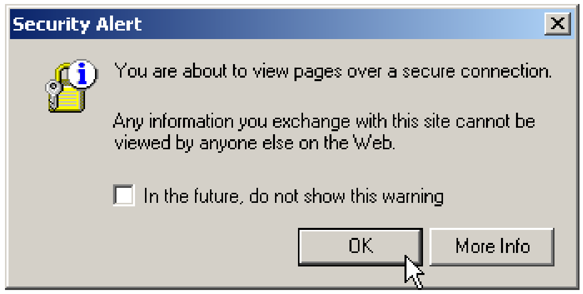
- Select the category of reports desired: Flowing Gas or Invoicing. (See the Reports section of this guide for a description of the reports that are available in the system).



Notice that in this example we have selected the category: Invoicing

- An *Enter Network Password* dialogue box will display. Enter your username and password and click on 





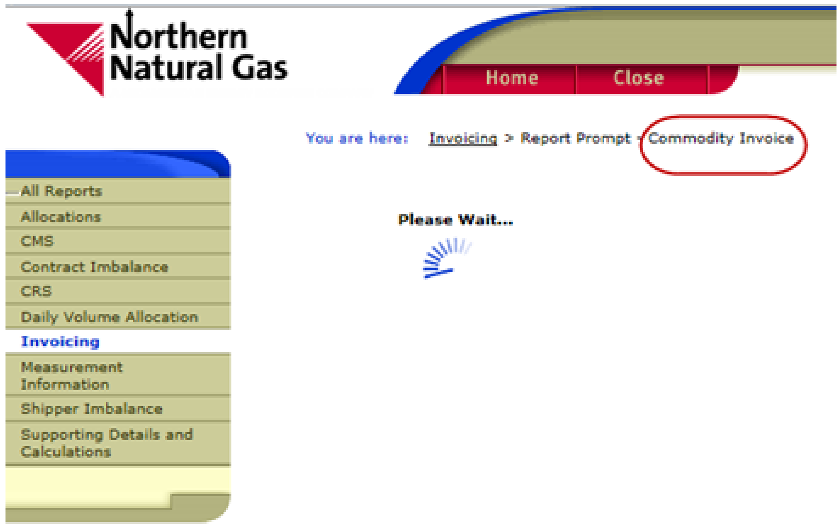
- An additional *Security Alert* dialogue box may appear. Click .

NOTE: The user is now navigating within a secure area of the NNG Invoicing and Flowing Gas reporting system.

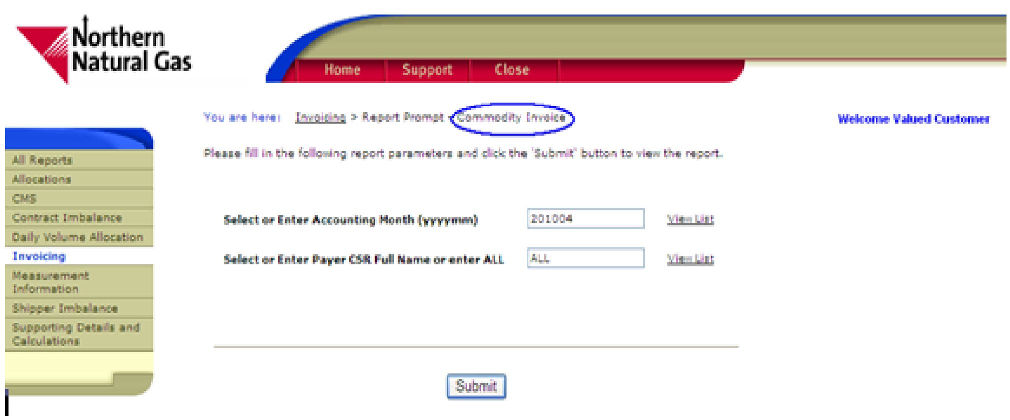
A listing of the reports associated with your User ID for the category selected will appear. In this example, the Specific Report to be accessed is Invoicing. *Notice that the page containing access to your user documents is launched in a separate browser. The user can easily navigate between the NNG website and the Flowing Gas or Invoice page by simply minimizing the browser.*



- Select the Report to be accessed by clicking on the hyperlink of the specific report's name.
- The system will notify the user "**Please Wait…**" that it is processing the requested document.

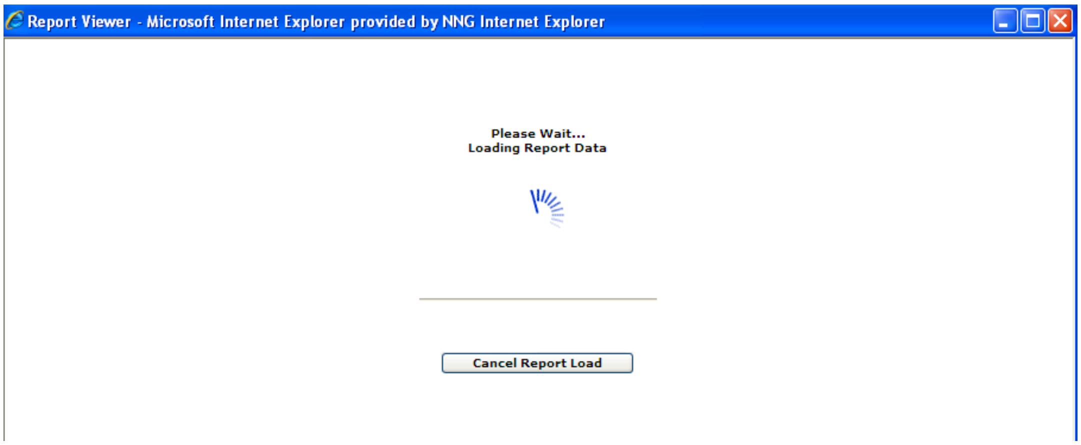


- After the user has chosen a report to be processed the system will prompt the user to input additional specific data to be included in the requested query.
- System prompts may vary based on the type of report selected for query.
  1. Select Prompts – A display listing of all companies and/or accounting periods to which the user has access to. Select the View List button.
     i. Select either one company or all companies to which the user has access to by placing your cursor on the company name and performing a single right-mouse click. To select multiple companies, place cursor on a company name and drag mouse over selection criteria while simultaneously holding down the shift key.
     ii. Select or enter the accounting period desired.

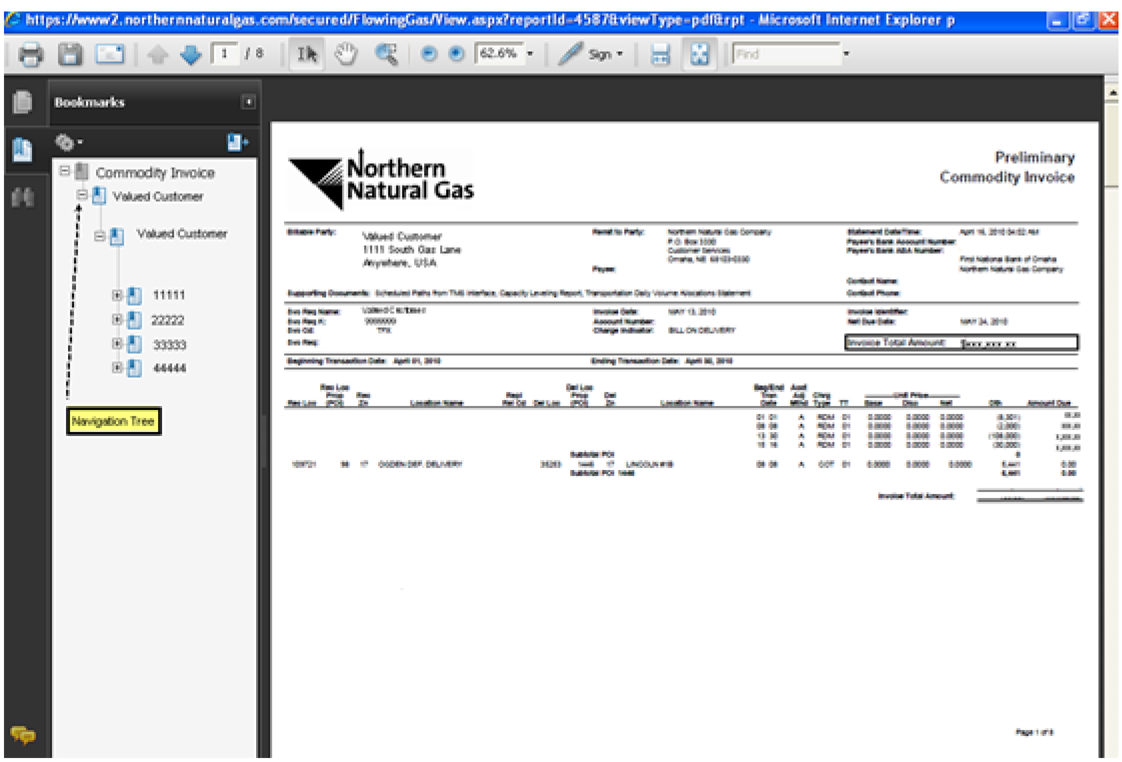


- Select the "Submit" button to complete your requested query.

- The system will prompt user to please wait while the report is being processed.



- The selected report is now displayed.
- All Reports are made available in PDF format. In order to view documents in this format, customers may be required to download Adobe Acrobat. This product can be downloaded free of charge at: http://www.adobe.com/products/acrobat/readstep2.html



Navigation Tree - Displays report name and service requestor information such as contract number, location (point) number, accounting month; etc. as applicable to specific report types. The user can expand or compress the navigation tree as needed.

- ✓ Expand Mode – User can click directly within the navigation tree on either a contract number, location (point) number; etc. (as applicable) to navigate directly to a specific page within the display.

Invoicing and Flowing Gas Navigation Tips

The following information provides shippers who access invoices and supporting documents with additional tips on how to successfully navigate within the NNG Invoicing and Flowing Gas environment.

Categories Navigation Pane

Documents are assigned to categories; i.e., attributes you can use to filter the reports into smaller subsets. A user can navigate from one report type to another with the click of a mouse.

Category Descriptions

- ❑ All Reports – Selecting this category will provide a list of report types available to the user for selecting all reports in this category or selecting specific reports to run during one retrieval process.
- ❑ Allocations – Selecting this category provides a listing of all Allocation report types.
- ❑ CMS – Selecting this category provides a listing of Active Contracts and Contract MDQ reports.
- ❑ Contract Imbalance – Selecting this category provides a listing of Contract Imbalance reports.
- ❑ Daily Volume Allocation - Selecting this category provides a listing of Daily Volume Allocation reports.
- ❑ Imbalance Confirmation Letter – Selecting this category provides a listing of all Imbalance Confirmation Letters as applicable to the user.
- ❑ Invoicing - Selecting this category provides a listing of all invoicing report types.
- ❑ Measurement Information - Selecting this category provides a listing of all Measurement Information reports.
- ❑ Shipper Imbalance - Selecting this category provides a listing of Shipper Imbalance reports.
- ❑ Supporting Details and Calculations – Selecting this category will provide access to a listing of the report types that provide supporting details and calculations to all

invoicing documents. The Supporting Details and Calculations report types are as follows:

Capacity Leveling
Critical SMS Delivery Point Variance
Fuel Purchase Statement
Fuel Purchase Statement – Non-Discounted Points
Non-Critical SMS Delivery Point Variance
OBA Imbalance Calculation Detail
Receipt Point Variance Detail
Scheduled Paths From TMS Interface
Shipper Imbalance Calculation Detail
Tolerance Calculated Volume By Point Detail
Volume Imbalance And Dollar Valuation

A user can expand the Description box to display the definition of the report.



Logging Out

- To logout of the system the user should select “**Close**” to exit the system rather than clicking on the browser’s .



Downloading Documents

Documents to be downloaded can be imported into a CSV file format. CSV is an acronym standing for Comma Separated Values. This means that data downloaded using this format will be separated by commas, so it can be manipulated and/or imported into MS Excel or another application. Please see the section below to determine how to download documents in the CSV format.

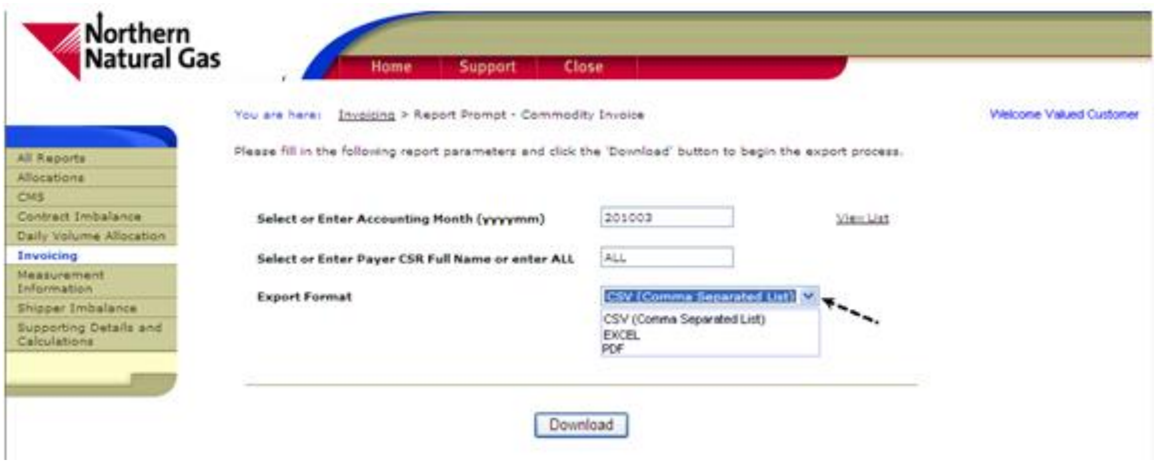
Downloading into CSV, Excel, or PDF File Format

- Select the "Export Data" link to download an invoice or supporting document into an excel spreadsheet.

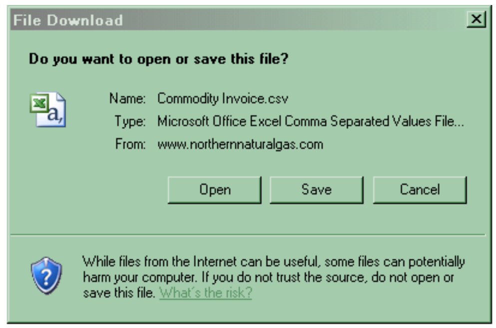


After the user has chosen a report to be processed, the system will prompt the user to input additional specific data to be included in the requested query.

You can use the drop down menu to choose the format in which to download your document.



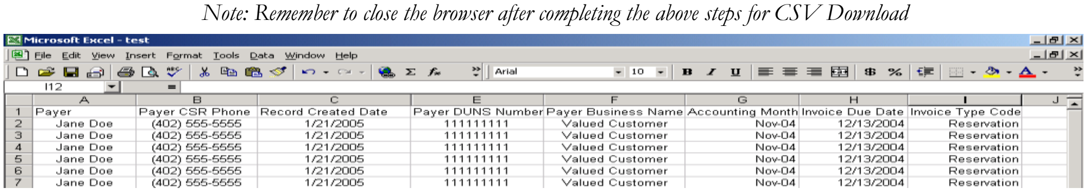
- Select the "Download" button to complete your requested query. 
  A File Download dialogue box will display. Click 



- The user may open the document for viewing or save the 'File' to your computer. Input the desired file name, one that is applicable and easy to remember. Specify a directory and folder to save file in.
- In this example we have chosen to open the document for immediate viewing. An excel spreadsheet opens with the invoice or supporting document in the CSV format (Some formatting may be required).

*If Excel is not installed as an application, user is prompted to install an application associated with the files with the extension type * .csv*

Note: Remember to close the browser after completing the above steps for CSV Download



Payer	Payer CSR Phone	Record Created Date	Payer DUNS Number	Payer Business Name	Accounting Month	Invoice Due Date	Invoice Type Code
Jane Doe	(402) 555-5555	1/21/2005	111111111	Valued Customer	Nov-04	12/13/2004	Reservation
Jane Doe	(402) 555-5555	1/21/2005	111111111	Valued Customer	Nov-04	12/13/2004	Reservation
Jane Doe	(402) 555-5555	1/21/2005	111111111	Valued Customer	Nov-04	12/13/2004	Reservation
Jane Doe	(402) 555-5555	1/21/2005	111111111	Valued Customer	Nov-04	12/13/2004	Reservation
Jane Doe	(402) 555-5555	1/21/2005	111111111	Valued Customer	Nov-04	12/13/2004	Reservation
Jane Doe	(402) 555-5555	1/21/2005	111111111	Valued Customer	Nov-04	12/13/2004	Reservation

Using Adobe Acrobat

Introduction

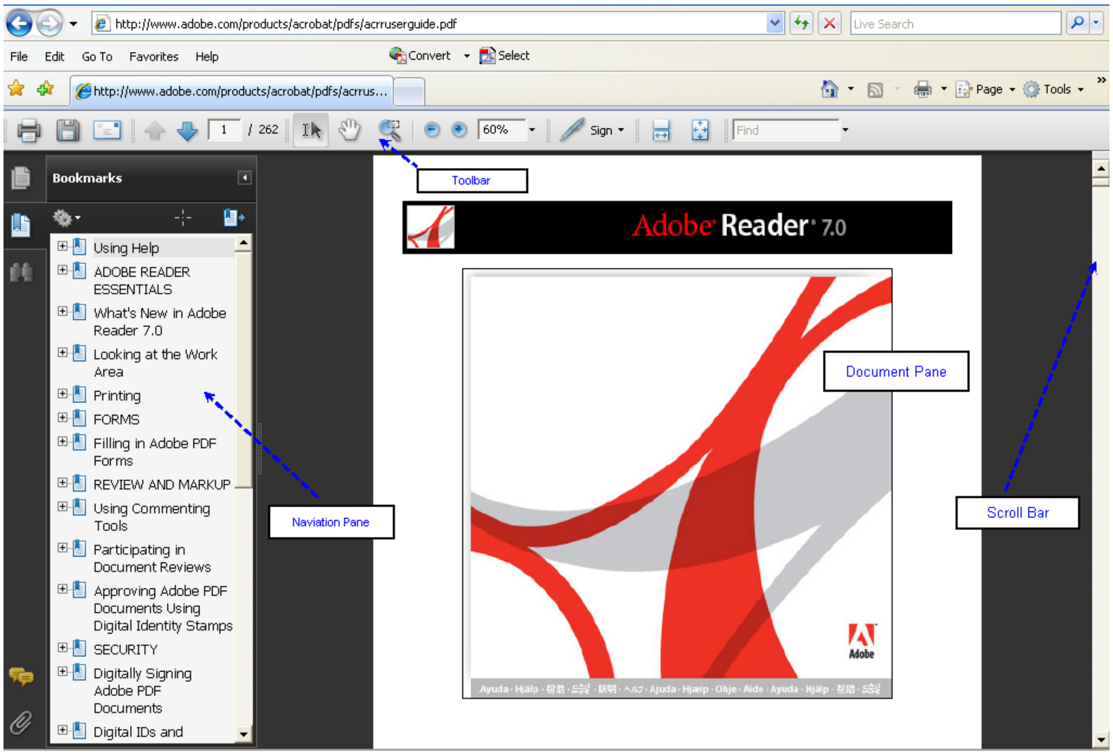
Invoices and supporting documents in this user guide are viewed in PDF format via Adobe Acrobat.

Should the customer require more information that is not referenced in this guide, please refer to the Adobe Acrobat User Guide:
http://www.adobe.com/products/acrobat/pdfs/acrruserguide.pdf

Work Area

The Adobe Reader window includes a *document pane* that displays Adobe PDF documents. The left side includes a *navigation pane* that helps you browse through the current PDF

document. The *toolbar* at the top of the window and the *scroll bar* at the right side of the window provide other controls that you can use to work with PDF documents.



NOTE: Adobe is a Copyright product of Adobe Systems Incorporated. The use of Adobe symbols in this guide is for informational purposes only. Northern Natural Gas does not, in any way, construe the use of symbols in this guide, as ownership.

Code Types

Transaction Types (TT)

Reservation Invoice (Transportation & Storage)	
01	CURRENT BUSINESS

Commodity Invoice (Transportation)	
01	CURRENT BUSINESS
02	AUTHORIZED CONTRACT OVERRUN
03	IMBALANCE PAYBACK FROM TRANSPORTATION PROVIDER
08	POOLING
31	METER BOUNCE
71	NETTING INJECTION
72	NETTING WITHDRAWAL
99	VOLUMETRIC
102	METER BOUNCE OVERRUN
103	IMBALANCE RESOLUTION-FIRM
104	IMBALANCE RESOLUTION-INTERRUPTIBLE
111	IMBALANCE PAYBACK-WITHIN CONTRACT
112	IMBALANCE PAYBACK-OVERRUN

Commodity Invoice (Storage)	
01	CURRENT BUSINESS
02	AUTHORIZED CONTRACT OVERRUN
06	STORAGE INJECTION
07	STORAGE WITHDRAWAL
12	AUTHORIZED INJECTION OVERRUN
13	AUTHORIZED WITHDRAWAL OVERRUN
71	NETTING INJECTION
72	NETTING WITHDRAWAL
113	STORAGE INJECTION-FIRM
114	STORAGE INJECTION-INTERRUPTIBLE
115	STORAGE WITHDRAWAL-FIRM
116	STORAGE WITHDRAWAL-INTERRUPTIBLE

Charge Types (Chrg Type)

Reservation Invoice (Transportation)	
CAR	FLOW OBLIGATION SURCHARGE (CARLTON)
CBR	FLOW OBLIGATON BUYOUT (CARLTON)
CRC	FLOW OBLIGATION CREDIT (CARLTON)
RDF	RESERVATION DELIVERABILITY-FIELD
RDM	RESERVATION DELIVERABILITY-MARKET
RER	EXCESS RECEIPT CAPACITY
RF5	RESERVATION-PEAK
RTB	RESERVATION-MARKET BASE
RTV	RESERVATION-MARKET VARIABLE
SBC	SYSTEM BALANCING CHARGE
STC	SCHEDULING TOLERANCE CHARGE

Reservation Invoice (Storage)	
CAP	STORAGE CAPACITY CHARGE
STR	STORAGE RESERVATION CHARGE

Commodity Invoice (Storage)	
ABO	STORAGE ACCOUNT BALANCE OVERRUN
ABU	STORAGE ACCOUNT BALANCE UNDERRUN
CAP	STORAGE CAPACITY CHARGE
SCY	STORAGE INVENTORY CYCLING CHARGE
SIC	STORAGE INVENTORY CHARGE
SIO	STORAGE INJECTION OVERRUN
SIS	STORAGE INVENTORY SHORTAGE
STI	STORAGE INJECTIONS CHARGE
STW	STORAGE WITHDRAWAL CHARGE
SWO	STORAGE WITHDRAWAL OVERRUN
UMN	STORAGE UNMET MONTHLY MINIMUM

Commodity Invoice (Transportation)	
AOS	AUTHORIZED OVERRUN
CAR	FLOW OBLIGATION SURCHARGE (CARLTON)
COB	OUT-OF-BALANCE
COF	FUEL CHARGE
COT	TRANSPORTATION COMMODITY

Commodity Invoice (Transportation)	
CPR	FLOW OBLIGATION NONPERFORMANCE (CARLTON)
CRP	FLOW OBLIGATION REFUND/PAYOUT (CARLTON)
OBC	OUT-OF-BALANCE CREDIT
OOB	OUT-OF-BALANCE OVERRUN
RDF	RESERVATION DELIVERABILITY-FIELD
RDM	RESERVATION DELIVERABILITY-MARKET
RTB	RESERVATION-MARKET BASE
RTV	RESERVATION-MARKET VARIABLE

Delivery Point Variance Invoice	
DDVCR	DDVC PENALTY CREDIT
DPO	DDVC POSITIVE
DPOSU	DDVC POSITIVE – SUL
DPOSO	DDVC POSITIVE – SOL
DPOC1	DDVC POSITIVE – CRITICAL LEVEL 1
DPOC2	DDVC POSITIVE – CRITICAL LEVEL 2
DPU	DDVC PUNITIVE
DPUCT	PUNITI VE CURTAILMENT
DPUCTS	PUNITIVE CURTAILMENT SOL
DPUCTS1	PUNITIVE CURTAILMENT CRITICAL LEVEL 1
DPUCTS2	PUNITIVE CURTAILMENT CRITICAL LEVEL 2
DPUSU	DDVC PUNITIVE – SUL
DPUSO	DDVC PUNITIVE – SOL
DPUC1	DDVC PUNITIVE – CRITICAL LEVEL 1
DPUC2	DDVC PUNITIVE – CRITICAL LEVEL 2
DNE	DDVC NEGATIVE
DNESU	DDVC NEGATIVE – SUL
DNESO	DDVC NEGATIVE – SOL
DNEC	DDVC NEGATIVE – CRITICAL DAY
NSM	NEGATIVE SMS
NSMCR	NEGATIVE SMS – CRITICAL DAY
NMMSU	NEGATIVE SMS – SUL
NMUSO	NEGATIVE SMS – SOL
PSM	POSITIVE SMS
PSMCR	POSITIVE SMS –CRITICAL DAY
PSMSU	POSITIVE SMS – SUL
PSMSO	POSITIVE SMS – SOL

Receipt Point Variance Invoice	
SCP	SCHEDULING PENALTIES
SCPCR	SCHEDULING PENALTIES CREDIT

Imbalance Cash Out/In Invoice	
AB	APPROVED OUT OF BALANCE
IF	FIELD AREA MIP
IFA	FIELD AREA AVERAGE MIP
IG	GULF COAST AREA MIP
IGA	GULF COAST AREA AVERAGE MIP
IM	MARKET AREA MIP
IMA	MARKET AREA AVERAGE MIP
ST	IMBALANCE TO STORAGE TRANSFER
OT	OTHER ADJUSTMENTS

Allocation Type (Alloc Type)

TOLERANCE CALCULATED VOLUME BY POINT DETAIL	
EU	END USER
MD	MAINLINE DELIVERY
OSE	OFF-SYSTEM END USER
ZP	ZONE POINT

Capacity Type Receipt-Delivery (Cap Type Rec-Del)

Scheduled Paths From TMS Interface	
P-P	PRIMARY TO PRIMARY
P-S	PRIMARY TO SECONDARY
S-P	SECONDARY TO PRIMARY
S-S	SECONDARY TO SECONDARY
I-I	INTERRUPTIBLE TO INTERRUPTIBLE

Adjustment Type (Adj Type)

Shipper Allocation Report	
ADC	ALLOCATION DETAIL CORRECTION
AMC	ALLOCATION METHOD CORRECTION
AQC	ACTUAL QUANTITY CORRECTION
LQC	ALLOCATED QUANTITY CORRECTION
SQC	SCHEDULED QUANTITY CORRECTION

Operator Allocation Report	
ADC	ALLOCATION DETAIL CORRECTION
AMC	ALLOCATION METHOD CORRECTION
AQC	ACTUAL QUANTITY CORRECTION
LQC	ALLOCATED QUANTITY CORRECTION
SQC	SCHEDULED QUANTITY CORRECTION

Shipper Imbalance Statement	
ADC	ALLOCATION DETAIL CORRECTION
AMC	ALLOCATION METHOD CORRECTION
AQC	ACTUAL QUANTITY CORRECTION
FPC	FUEL PROVISION CORRECTION
FQC	FUEL QUANTITY CORRECTION
IFC	IMBALANCE FUEL CREDIT
IKP	IN-KIND PAYBACK
IMT	IMBALANCE TRADE
IRP	IMBALANCE RESIDUAL PAYBACK
ITS	IMBALANCE TO STORAGE
LQC	ALLOCATED QUANTITY CORRECTION
SQC	SCHEDULED QUANTITY CORRECTION

Contract Imbalance Statement	
ADC	ALLOCATION DETAIL CORRECTION
AMC	ALLOCATION METHOD CORRECTION
AQC	ACTUAL QUANTITY CORRECTION
ARC	ADJUSTED RATE CORRECTION
CSH	CASHOUT
FQC	FUEL QUANTITY CORRECTION
ITS	IMBALANCE TO STORAGE

Contract Imbalance Statement	
LQC	ALLOCATED QUANTITY CORRECTION
SIA	STORAGE INVENTORY ADJUSTMENT
SIS	STORAGE INVENTORY SHORTAGE
SQC	SCHEDULED QUANTITY CORRECTION
XFR	TRANSFER

Volume Imbalance & Dollar Valuation Statement	
ADC	ALLOCATION DETAIL CORRECTION
AMC	ALLOCATION METHOD CORRECTION
AQC	ACTUAL QUANTITY CORRECTION
ARC	ADJUSTED RATE CORRECTION
CSH	CASHOUT
FQC	FUEL QUANTITY CORRECTION
ITS	IMBALANCE TO STORAGE
LQC	ALLOCATED QUANTITY CORRECTION
SIA	STORAGE INVENTORY ADJUSTMENT
SQC	SCHEDULED QUANTITY CORRECTION
XFR	TRANSFER

Glossary

The Glossary includes key fields that are located within the invoices and supporting documents.

Term	Abbreviation	Definition
Account Number	Acct No	Number identifying the payer's account with payee, as assigned by the payee.
Accounting Adjustment Method	Acct Adj Mthd	Indicates how a prior period adjustment is presented (actual/reversal indicator).
Accounting Period	Acct Per	The month and year the information was recorded.
Adjustment Type	Adj Type	Identifies the type of adjustment.
Allocated Quantity	Allocated Qty	An allocated quantity in standard units that is delivered or received by a contract or legal entity at the allocation point or to the contract.
Allocated Interruptible Deliveries	Allocated Interruptible Deliveries	The allocated interruptible quantity in standard units that is received or delivered at the allocation point or to the contract.
Allocated Primary Deliveries	Allocated Primary Deliveries	The allocated primary (firm) quantity in standard units that is received or delivered at the allocation point or to the contract.
Allocation Transaction Type Code	Allocation TT	Identifies the type of allocation transaction.
Allocation Type	Alloc Type	These are the various types of allocations assigned to a POI (Point of Interest). Examples include Mainline Delivery, Mainline Receipt, Pooling Points, Zone Points, and Off-system End Users.
Amount Due	Amt Due	Monetary amount due for each line item.
Area Total	Area Total	Total quantity in standard units delivered within an area (multiple points) to a contract or legal entity.
Beginning Imbalance (Qty)	Beginning Imbalance (Qty)	The accumulated total imbalance quantity due in standard units at the beginning of an accounting period.
Beginning Imbalance (Value)	Beginning Imbalance (Value)	The dollar valuation of the total accumulated imbalance quantity due in standard units at the beginning of an accounting period.
Beginning Flow Date	Beg Flow Date	The date the invoiced transaction began.
Beginning Transaction Date	Beg Tran Date	The date the invoiced transaction began.
Billable Party	Bill Pty	The party being billed.
Capacity Type Indicator	Cap Type	Type of capacity requested: For example Primary to Primary, secondary to secondary, primary to secondary; etc.
Charge/Allowance Period	Charge/Allowance Period	The activity period of the invoiced transaction.
Charge Indicator	Chrg Ind	Specifies whether the invoice charge is based at receipt or delivery point. Default is delivery point.
Charge Type	Chrg Type	Indicates the type of charge rendered under a specific type of service.
Charge Type	Charge Type	Description of the type of charge rendered under a specific type of

Term	Abbreviation	Definition
Description	Description	service.
Contact Person (Name)	Contact Name	Name of person to contact for questions regarding the statement.
Contact Person (Phone)	Contact Phone	Telephone Number of person to contact for questions regarding the statement information
Contract Entitlement	Contract Entitlement	This is the Contract MDQ (Maximum Daily Quantity) plus scheduled firm and interruptible volumes
Critical	Crit	A critical status indicator applicable to daily delivery variances at a point.
Daily BTU Factor	Daily BTU Factor	The daily conversion factor to convert between the MCF and MMBTU.
Daily Delivery Point Variance Penalty Credit	DDVC Penalty Credit	Shippers who are subject to daily delivery variances charges (Shippers who take the swing at delivery points on Northern's system) will receive an allocated portion of the penalty dollars collected. Northern will prorate the DDVC dollars based on a weighted value equal to the total annual scheduled volume at the delivery points where each shipper takes the swing, multiplied by (100% minus the percent of the total DDVC dollars paid by each shipper for the year).
Delivery Location	Del Loc	The location where the quantity is scheduled for delivery by the Transportation Service Provider (TSP).
Delivery Location Proprietary (Code)	Del Loc Prop (POI)	Transportation service provider's proprietary location number (point of interest) where the quantity is scheduled for delivery by the Transportation Service Provider (TSP).
Delivery Zone	Del Zn	The geographic zone where the product is delivered off the transporter's system.
Dekatherm*	Dth	The product quantity in standard units. * ** Ten thermos. A unit of heat equal to 1,000,000 BTUs (1 MMBTU).*
Direction of Flow	Dir Flo	Allocated direction of flow (receipt from or delivery to) from the Transportation Service Provider (TSP).
Downstream Identification Code	Dn ID	Field identifies the DUNs number of the party who is receiving the quantities from the service requester.
Downstream Entity Name	Dn Name	Field identifies the name of the party who is receiving the quantities from the service requester.
Downstream Contract	DN K	Field identifies the contract number of the party who is receiving the quantities from the service requester.
Ending Flow Date	End Flow Date	The date on which the invoiced transaction ended.
Ending Transaction Date	End Tran Date	The date on which the invoiced transaction ended.
Five Percent Scheduled Tolerance	5% SCHD Tolerance	The scheduled tolerance is based on 5% of the total daily scheduled volume at a point related to the variance that a legal entity will take allocation variances for. The scheduled tolerance represents the amount of variance the legal entity is allowed without generating a DDVC volume.
Fuel Quantity	Fuel Qty	The quantity of fuel per allocation period in standard units.
Fuel Rate	Fuel Rate	Used to refer to the total fuel percent, consisting of mainline fuel, field fuel and unaccounted-for where applicable. Fuel is calculated based on receipt volume.
Net Imbalance Quantity	Imbalance Qty	The total imbalance quantity in standard units within the current accounting period.
Imbalance Report	Imb Rpt Desc	Identifies the type of imbalance reporting structure being used.

Term	Abbreviation	Definition
Description		
Imbalance Tracking Identification Code	Imbalance Tracking ID	An assigned identification number used for tracking purposes.
Imbalance Value	Imb Value	The monetary value associated with the current period imbalance.
Monthly Index Price	Index Price	The high, low, and average Index Prices for the Market Area Index Price, the Field Area Index Price, and the Gulf Coast Index Price It is determined each month using the quoted spot gas price at price discovery points as appearing in "Gas Daily." *Also known as:* MIP
Invoice Date	Inv Date	The month, day, and year the invoiced is prepared.
Invoice Identifier	Inv ID	Unique identification identifier assigned by preparer.
Invoice Total Amount	Inv Tot Amt	Total Amount Due.
Invoice Type	Inv Type	The type of invoice issued by the transportation service provider.
Legal Entity Total	Legal Entity Total	Total quantity/amount for a legal entity.
Location Code	Loc	Unique identification code for a point.
Location Name	Location Name	The name of the location where the requested data is scheduled for receipt/delivery by the transportation service provider.
Location Proprietary (Code)	Loc Prop (POI)	Northern Natural Gas' proprietary identification code for a point.
Location Proprietary (Code)	Loc Prop (Station)	Northern Natural Gas' proprietary identification code for a station number on its pipeline.
Measured Dekatherm	Measured Dth	Volume of gas as measured in standard units.
Negative Daily Delivery Variance Charge	Negative DDVC	The amount charged as related to a Negative DDVC applicable on daily volumes at an area point where the sum of a shipper's allocated volumes are less than the sum of all scheduled volumes at the point, after the scheduled tolerance has been considered.
Negative Daily Delivery Variance Charge (SUL)	Negative DDVC SUL	The amount charged as related to a Negative DDVC applicable on daily volumes at an area point under an SUL.
Net Due Date	Net Due Date	The month, day, and year the invoice payment funds are to be made available to the seller by the buyer.
Net Imbalance Quantity	Net Imbalance Qty	The net imbalance due in standard units.
Package ID	Package ID	Service Requester assigned identification number used to track packages of gas.
Paid Amount	Pd Amt	Amount paid on the specified invoice.
Payee's Bank ABA Number	ABA No	The American Bankers Association identifier (ABA transit/routing number) for the payee's bank.
Payee's Bank Account Number	Payee's Bank Account Number	The payee's bank account number.
Point Contract Number	Point Ctrc #	Valid contract number at a point.
Point MDQ	Point MDQ	Maximum daily quantity at a point
Point SMS	Point SMS	Quantity of SMS service requester has purchased at a point.
Preparer ID	Preparer ID	Service Requester's assigned identification number used to track packages of gas.
Positive Critical Daily Delivery	Positive Critical DDVC Level 1	The amount charged as related to a Positive DDVC applicable on daily volumes at an area point when a Critical Day is in effect.

Term	Abbreviation	Definition
Variance Charge Level 1		Level I applies to the first two percent (2%) of volumes.
Positive Critical Daily Delivery Variance Charge Level 2	Positive Critical DDVC Level 2	The amount charged as related to a Positive DDVC applicable on daily volumes at an area point when a Critical Day is in effect. Level II applies to the next three percent (3%) of volumes after the first two percent (2%) has been applied under Level I.
Positive Daily Delivery Variance Charge	Positive DDVC	The amount charged as related to a Positive DDVC applicable on daily volumes at an area point, after the scheduled tolerance has been considered.
Preparer Name	Preparer Name	The name of the business party preparing the report.
Price Tier	Price Tier	The price tier used.
Price Tier (MIP Factor)	Price Tier (MIP Factor)	Applicable percentage as related to a specific tiering level.
Price Tier (MIP Rate)	Price Tier (MIP Rate)	The high, low, and average Index Prices for the Market Area Index Price, the Field Area Index Price, and the Gulf Coast Index Price are determined each month using the quoted spot gas price at price discovery points as appearing in "Gas Daily." *Also known as:* MIP
Production Month Total	Production Month Total	Total amount for the production month.
Punitive Critical Daily Delivery Variance Charge Level 1	Punitive Critical DDVC Level 1	The amount charged as applicable to daily volumes at each area point in excess of the Positive DDVC level when a point is under a Critical Day notice. Level I applies to five percent (5%) of the daily volumes at an area point in excess of the Positive/Critical DDVC level.
Punitive Critical Daily Delivery Variance Charge Level 2	Punitive Critical DDVC Level 2	The amount charged as applicable to daily volumes at each area point in excess of the Positive DDVC level when a point is under a Critical Day notice. Level II applies to any excess volumes above the Punitive Critical DDVC Level I volumes.
Punitive Daily Delivery Variance Charge	Punitive DDVC	The amount charged as applicable to daily volumes at each area point that are in excess of the Positive DDVC level.
Quantity	Qty	The product quantity in standard units.
Quantity Paid	Qty Pd	The product quantity in standard units that the amount is based upon.
Rate	Rate	Applicable amount charged per standard unit for the service or product offered.
Receipt Location	Rec Loc	The location at which the quantity will be scheduled for receipt by the transportation service provider (TSP).
Receipt Location Proprietary (Code)	Rec Loc Prop (POI)	Transportation service provider's proprietary location number (point of interest).
Receipt Zone	Rec Zn	The geographic zone where the product is received on the transporter's system.
Statement Recipient ID	Recipient	A unique identification code for the intended user of the statement.
Statement Recipient Name	Recipient Name	The name of the intended user of the statement.
Remit to Party	Remit to Pty	Party to which payment of an invoice should be sent.
Replacement Release Code	Repl Rel Cd	The release code used to identify the specific capacity release transaction.
Scheduled	Scheduled Qty	Gas volumes scheduled by a shipper on the pipeline for either

Term	Abbreviation	Definition
Quantity		receipt or delivery at a point.
Scheduled Interruptible Quantity	Scheduled Interruptible Qty	Delivery gas volumes scheduled by a shipper on the pipeline, which do not have firm (reserved) rights.
Scheduled Primary Quantity	Scheduled Primary Qty	Delivery gas volumes scheduled by a shipper on the pipeline, which have firm (reserved) rights.
Scheduled Interruptible Deliveries (AOS)	Scheduled Interruptible Deliveries (AOS)	Delivery gas volumes scheduled by a shipper on the pipeline, which does not have firm (reserved) rights but is authorized overrun (AOS).
Scheduled Primary Deliveries (COT)	Scheduled Primary Deliveries (COT)	Delivery gas volumes scheduled by a shipper on the pipeline, which have firm (reserved) rights under normal commodity transport (COT).
Service Code	Svc Cd	Identifies the type of service rendered under the contract.
Service Requester	Svc Req	Identifies the party requesting the service, or their agent.
Service Requester Contract Number	Svc Req K	This is the contract number under which service is being requested.
Service Requester Name	Svc Req Name	Identifies the party requesting the service.
Small Customer	Small Customer	A closed class of shippers who were GS sales customers as of May 18, 1992, as listed on Sheet No. 510 of NNG's Tariff. Small Customers receive special treatment for purposes of the SBA surcharge, Carlton, DDVCs, etc.
Statement Basis	Stmt Basis	Code used to identify statement quantities as estimate, actual or revision.
Statement Date/Time	Statement Date/Time	Date and time the statement was produced.
Supporting Document Indicator	Sup Doc Ind	The document to which the recipient may refer for documentation supporting the invoiced quantities.
System Management Service Used	SMS Used	The quantity of SMS used by a service requester who has purchased this companion service with a firm transport contract. It gives the shipper a higher tolerance level before incurring variance charges on the difference between daily scheduled and actual allocated volumes at specified delivery points. Shipper pays a reservation charge on the SMS level chosen and a commodity-type charge on the amount of SMS tolerance used to reduce shipper's DDVC exposure.
System Overrun Limitation	SOL	An SOL day is called if the operating integrity of the pipeline system is in jeopardy, which means shippers could incur a higher variance charge if they take more gas than what they have scheduled. For criteria that are used to call an SOL day, see page 291 of the tariff. Northern must post the SOL on the EBB no later than 3:00 p.m. CST of the gas day for which the SOL has been called.
System Underrun Limitation	SUL	An SUL day may be called if the operating integrity of the pipeline system is in jeopardy, which means shippers could incur a higher variance charge if they take less gas than what they have scheduled. For criteria that are used to call an SUL day, see page 292 of the tariff. Northern must post the SUL on the Electronic Bulletin Board no later than twenty-seven (27) hours prior to the gas day for which the SUL will be called.
Transaction Type	TT	This field identifies the specific type of transaction. This field will

Term	Abbreviation	Definition
		be populated with NAESB WGQ approved transaction types. For example authorized overrun, imbalance payback to pipeline, current business; etc. The default is current business.
Tolerance	10% Tolerance	Ten percent of the scheduled quantity in standard units.
Tolerance Calculation Variance	Tolerance Calc Variance	The maximum amount of daily variance quantity not subject to a scheduling penalty.
Unit Price	Unit Price	Rate or price charged per unit of product or service. NNG reflects under the category "Unit Price": Base, GRI, Disc and Net.
Upstream Contract Identifier	Up K	This field identifies the contract of the party who is supplying the quantities to the service requester.
Upstream Identifier Code	Up ID	A unique identification code of the party who is supplying the quantities to the service requester.
Upstream Name	Up Name	This field identifies the name of the party who is supplying the quantities to the service requester.
Variance Amount	Variance	A charge a shipper receives for differences between their scheduled and allocated volumes.
Variance Fuel	Variance Fuel	The total amount of fuel as related to the quantity of gas in standard units subject to the pipeline's scheduling penalties.
Variance Fuel Primary Fuel (COB)	Variance Fuel Primary Fuel (COB)	The identified total firm quantity of fuel related to the quantity of gas in standard units subject to the pipeline's scheduling penalties.
Variance Fuel Interruptible Fuel (OOB)	Variance Fuel Interruptible Fuel (OOB)	The identified total interruptible quantity of fuel related to the quantity of gas in standard units subject to the pipeline's scheduling penalties.
Variance Quantity	Variance	Quantity in standard units subject to pipeline's scheduling penalties.
Variance Quantity (Allocated vs. Sch) Interruptible Deliveries (OOB)	Variance (Allocated vs. Sch) Interruptible Deliveries (OOB)	Total interruptible quantity in standard units subject to pipeline's scheduling penalties.
Variance Quantity (Allocated vs. Sch) Primary Deliveries (COB)	Variance (Allocated vs. Sch) Primary Deliveries (COB)	Total primary (firm) quantity in standard units subject to pipeline's scheduling penalties.